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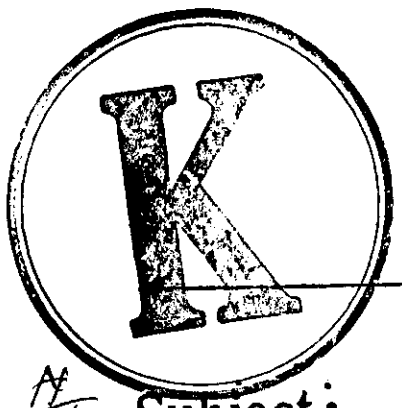

Legal **DEPARTMENT**

C **BRANCH**

A/816 **Subject:--** Papers relating to the Administrative Enquiry Committee

P-54

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File No. A.E.C/50

Std. Sectt. Slip 41 B e.

249-C

Administrative Enquiry Committee's Report:

Recommendation contained in paragraph 71 of the Government orders on the--

GOVERNMENT OF BOMBAY
Finance Department
RESOLUTION NO. 6745/33,
Bombay Castle, 17th February, 1950.

RESOLUTION OF GOVERNMENT.

In paragraph 71 of its Report, the Administrative Enquiry Committee has recommended that with a view to evoke from the people the highest measure of self-help in local self-government activites, a policy of maximum possible decentralisation, financial as well as administrative, should be followed. Government has carefully considered the recommendation and has decided that the recommendation should be accepted in principle and implemented as and when circumstances permit. Government is pleased to direct that the Secretariat Departments concerned should take necessary action accordingly so far as they are respectively concerned.

By order of the Governor of Bombay,

sd/-

Secretary to Government.

Madhav Mackadam.
25/5.

c/5.

No. 2693

Legal Department,

Bombay Castle (Bombay No.1) 24th February 1950.

Subject:- Administrative Enquiry Committee's Report:
Recommendation contained in paragraph 71 of the---
Government orders on the ---

MEMORANDUM.

The undersigned presents compliments to the Secretary to the Government of Bombay, Finance Department and with reference to that Department Resolution No. 6745/33, dated the 17th February 1950 is directed to state that paragraph 71 of the Administrative Enquiry Committee Report deals with the expenditure of Local Bodies with which this Department is not concerned. No action is therefore necessary in this Department.

By order of the Governor of Bombay,

sd/-
24/2.

Assistant Secretary to Government.

Madhav Rookadam.

25/2. c/2.

Administrative Enquiry Committee's Report.

Recommendations regarding training of officers and staff.

GOVERNMENT OF BOMBAY,
Labour and Housing Department,
No. 270/48.
Bombay Castle, 5th April 1950.

Read paragraphs 355 and 363 of the Administrative Enquiry Committee's Report in which the Committee has recommended that (1) intensive course of training should be organized, (2) that if there are no facilities in the Province for training, officers should be deputed for special studies in other parts of the Country and abroad, (3) that study leave may be given freely to officers during the early part of their career and (4) that training in procedure should be combined with training in objective.

Read Government Resolution, Political and Services Department, No. 3063/46 dated the 13th April 1946.

Letter from the Commissioner of Labour No.CI/1/551 dated the 28th November 1949.

" With reference to Government Endorsement Labour Department No.270/48/12936-D, dated the 20th May, 1949, I have the honour to state that the need for training the new incumbents to the posts of gazetted officers, with a view to equipping them for shouldering their responsibilities efficiently, had been felt for some years and the Heads of Offices under me have been giving them adequate training, on their joining their appointment for the first time, before they take up their duties independently. However, no comprehensive arrangement for a systematic training for officers, in all the five offices under me, could be evolved, on account of the very limited number of permanent officers in service and the very small annual recruitment of officers. I give below the total number of officers in 1947, 1948, and 1949, in each of the offices, to show how, except in the case of the Chief Inspector of Factories, Bombay, very few officers have been taken annually. This circumstance naturally precludes the possibility of an elaborate training establishment."

Office	1947.	1948.	1949.
Chief Inspector of Factories.	13	16	30
Chief Inspector of Steam Boilers.	0	10	10
Deputy Commissioner of Labour (Administration).	5	8	11

Office.	1947.	1948.	1949.
Deputy Commissioner of Labour (Information)	1	2	3
Deputy Commissioner of Labour (Welfare)	4	5	6
Deputy Commissioner of Labour (Welfare) Labour Branch.	6	10	13.

2. The Deputy Commissioner of Labour (Administration) place a newly appointed officer, under training for one month, during which period the officer attends conciliation proceedings as an observer, studies the various Act, rules awards, departmental orders, etc. The Assistant Commissioner to be appointed at Ahmedabad, however, has to undergo an additional month's training at Ahmedabad, in view of the comparatively greater responsibilities attached to his post, in so far as, he has to work at an important industrial centre, away from Headquarters, more indeptendently than other Assistant Commissioners in Bombay.

3. The Deputy Commissioner of Labour (Information) also guides his offices for about a month in which he personally initiates them into their duties.

4. The officers under the Deputy Commissioner of Labour (Welfare) to devote a period of about 4 to 6 weeks, in studying the work of their office under the personal supervision and guidance of the Deputy Commissioner of Labour (Welfare), both in the Labour and the Welfare Branch, the Assistant Labour Officers being trained personally by the Assistant Commissioners of Labour both in theory and practice.

5. The Chief Inspector of Factories post, the newly appointed Inspectors, for training under a Senior Inspector who takes him to factories in order to show the officer the way in which actual inspection of factories is carried out. This is for a period of two months. No officer is posted to the offices, unless he has been an Inspector and in Bombay for a period of at least one year, where he has been as Senior Inspector. and the Chief Inspector to guide him. The Certifying Surgeon and the Payment of Wages Inspector is trained by the Chief Inspector of Factories himself.

6. Like the Inspectors under the Chief Inspector of Factories, the Inspectors under the Chief Insector of Steam Boilers and Smoke Nuisances, have also to accompany, after appointment, a Senior Insepctor, when he goes out to inspect boilers, for a period of one month. As they are technically qualified men this practical demonstration of boiler inspection is sufficient to enable them to learn their duties.

7. With a view however, to considering the possibilites of improving these arrangements, if possible, on the lines recommended by the Administrative Enquiry Committee, a meeting of the Heads of Officers under me, was held. In the light of the deliberation at the meeting, I have

the Lady Medical Inspector do not require any special training.

I have to suggest that it may be made obligatory for every Assistant Commissioner to be fairly conversant with the working of all the offices of the three Deputy Commissioners under me, in view of the fact that, the Assistant Commissioners are eligible for being posted from one office to another. With this in view, I propose that every Assistant Commissioner should be made to undergo training for two months, after recruitment, one month, in the office in which he is to be posted, on the lines mentioned in paragraph two above and one month, in the offices of the other two Deputy Commissioners. In the case of the Inspectors under the Chief Inspector of Factories and the Chief Inspector of Steam Boilers and Smoke Nuisances, one month's training is deemed to be suficient. As for Assistant Labour Officers, provision for training may be made at the School for Training of Labour Welfare Workers, Bombay, run under the administrative control of the Deputy Commissioner of Labour (Welfare). The short term course which lasts from April to June every year, will be suitable for this purpose.

8. As regards deputing officers to other parts of the country for training, it is felt that Bombay being the premier industrial province with acknowledged leadership in the handling of labour relations, this would not be necessary, at least, for the present. Deputation of officers abroad is not contemplated at this stage as the question has already been covered by the Scheme for Training of Labour Officers in the United Kingdom.

9. It is also suggested that the three Deputy Commissioners, the Chief Inspector of Factories and the Chief Inspector of Steam Boilers and Smoke Nuisances should hold annual or six monthly conferences of officers under them in order to discuss questions of common interest and the 'objectives' of the Department. These conferences may take the place of Refresher Courses. The Inspector of Factories may also be deputed to the Refresher course for Factory Inspectors, organised by the Chief Adviser of Factories, Government of India. In this connection I may also suggest that the Government of India may be moved to hold conferences of Heads of Officers or Departments, Conciliation Officers, Social workers etc. separately. It is hoped that the exchange of ideas and experience at such conferences will be helpful to some extend to ardo combining 'procedure' with 'objectives' as envisaged in paragraph 363 of the report of the Administrative Enquiry Committee.

10. Unlike the Police, Forest, Revenue and such other departments employing a large number of gazetted officers, which the Committee seem mainly to have in mind while making the recommendations the officers under me are too few to make the establishment of a special school having a full time course qualified instructors etc. feasible. The question of study leave, for officers of this department, therefore, except in the case of the Assistant Labour officers, who, as suggested above, will have to attend the three months' course, does not seem to be relevant. It is doubtful if officers deputed abroad for training benefit very much by the training they receive beyond broadening their mind and outlook. During the period of initial training, detailed above and the period of attending the conferences the officers may be considered as on duty. The Assistant Labour Officers, however, who may be sent for training to the School for training of labour Welfare workers, in convenient batches, may be granted the necessary

study-leave.

Resolution Government has carefully considered the recommendations made in paragraphs 355 and 363 of the Administrative enquiry Committee's Report and has come to the conclustion that it is not feasible at present or organized intensive course of traing for the officers of the Labour and Housing Department as recommended by the Administrative Enquiry Committee. Departmental training should be given instead on the following lines.

Designation of officer.	Period of training	Designation of officer who should give the training.
(1) Assistant commissioner of Labour.	Two months (one month in the office of the Deputy Commissioner of Labour in which the incumbent is posted and one month in the offices of the two Deputy Commissioners of Labour.)	The Deputy Commissioner of Labour concerned other.
(2) Inspector of Factories.	one month	Chief Inspector of Factories.
(3) Inspector of Steam Boilers	One month.	Chief Inspector of Steam Boiler and Smoke Nuisances.

The Assistant Labour Officers and the District Labour Officers should be deputed for training in the short-term course of 3 months at the School for training of Labour Welfare Workers in Bombay.

The Training of these officers should start as far as possible within six months of their appointment and in any case should be finished during the probationary period attached to the respective posts. In the case of the existing incumbents and those who have already completed their probation the training should start as soon as it is convenient.

2. The practice of deputing Inspectors of Factories to attend the refresher courses whenever they are organised by the Chief Adviser of Factories should be continued as heretofore.

3. The Commissioner of Labour should call conferences of the various officers under him once a year to discuss---------- questions of common interest and the objectives of the department. These conferences should be in the nature of refresher course.

By order of the Governor of Bombay,

sd/-
For Secretary to the Government of Bombay,
Labour and Housing Department.

Madhav Raokadam.
25/5. c/5.

Administrative Enquiry Committee's Report.

Recommendation made in para 346
of the- - -- --

Government orders on-- ---

Government of Bombay,
Political and Services Department,
Resolution No. 3083/45,
Bombay Castle, 13th Arpil 1949.

RESOLUTION OF GOVERNMENT.

In para 346 of its report, the Administrative Enquiry Committee has recommended that Government should prepare a list/these should be made by positive selection, Government has carefully considered this recommendation and is pleased to direct that it should be accepted. The Secretariat Departments are requested to prepare such lists so far as they are respectively concerned in consultation with the Political and Services Department.

By order of the Governor of Bombay,

M.D. BHAT.
Chief Secretary to the Government of Bombay,
Political and Services Department.

List of posts involving responsibility & their promotion, to

Madhav Raokadam.
25/5.
c/5.

Submitted with reference to Secy's orders on prepage.

2. The following is the list of posts in L.D.

1. Secretary.

2. Addl Secy.

3. Dy Secy.

4. A.L.R.

5. A.A.L. R.

6. Solicitor.

7. Asstt Secy.

8. Asstt Solicitor.

9. P.A.

L.D. being a technical Department all the posts mentioned above are filled in by members having t o requisite special qualifications. The posts have therefore been c nsidered as posts involving high responsibility for purposes of promotion by positive selection in this Department. If this view is accepted the papers may be shown to the P.& S.D. with request to treat all those posts as posts involving high responsibility..

sd/-
24/5. The post of A.L.R, A.A.L.R & P.A. will cease to exist of the reorganisation of L.D.

sd/-
1/6. P.& S.D. may see the above note.

A.S. sd/-
1/6.

S.A.S. sd/-
3/6.

No question of promotion to Asstt. Solicitor can arise will S.A.S. please discuss.

Secy. We need only show the posts as now approved in reorganisation.

sd/-
3/6.

Madhav Raokodan.
25/5. c/5.

No. 6713.

Legal Department,
Bombay Castle (Bombay No.1), 17th May 1950.

Subject:- Recommendations made in para 246 of the Administrative Enquiry Committee's Report-Government Orders on.

Memorandum.

The undersigned presents compliments to the Chief Secretary to the Government of Bombay, Political and Services Department, and with reference to ~~his~~ that Department, Resolution No.3063/46, dated the 13th April 1949 on the above subject is directed to forward herewith a list of posts in this Department involving high responsibility. It is considered that the promotions to the ~~said~~ posts should be made by positive selection.

By order of the Governor of Bombay

cc/13/5.

For Assistant Secretary to Government.

Medhav Ranadive.

25/5.

c/5.

List of posts in Legal Department involving high responsibility.

1. Secretary.
2. Additional Secretary.
3. Deputy Secretary.
4. Solicitor.
5. Assistant Secretary.

Madhav Rookmaker.
25/5.

c/5

Administrative Enquiry Committee's Report.
Recommendation made in Paragraph 20 of the.

Government orders on.

GOVERNMENT OF BOMBAY,
Political and Services Department,
Resolution No.3063/36,
Bombay Castle, 10th May 1950.

Read Government Resolution, Political and Services Department, No. 3063/46, dated the 10th April 1950.

ORDER:- In modification of the orders issued in Government Resolution, Political and Services Department No.3063/46, dated the10th April 1940, Government is pleased to direct that the "Food and Civil Supplies Department" should be renamed as "Civil Supplies Department".

By order of the Governor of Bombay,

L.D. KHOT,
Chief Secretary to the Government of Bombay,
Political and Services Department.

Bombay Mokadam.
25/5.
6/5.

Bombay Educational Service-Collegiate Branch. Recommendations of the Administrative Enquiry Committee.

GOVERNMENT OF BOMBAY.
EDUCATION ~~Department~~ DEPARTMENT.

Resolution No. 8525.

Bombay Castle, 23rd June 1950.

Government letter, Education and Industries Department, No. 7895/U, dated the 1st July 1948. Letter from the Director of Public Instruction No. 891/B, dated the 31st July 1948. Letter from the Director of Public Instruction No. 482/B, dated the 26th November 1949. Government Letter Education Department, No. 8525/U dated the 5th December 1949. Letter from the Bombay Public Service Commission, No. 73(a) (v) 10948-A, dated the 21 January 1950.

Government letter, Education Department No. 8525/190-U, dated the 11th February 1950. Government letter, Education Depart No. S. 20 (1) 423-U, dated the 22nd May 1950.

RESOLUTION:- In paragraph 190-201 of its Report, the Administrative Enquiry Committee has recommended:-

(i) that Class I pots in the Collegiate Branch should be replaced by Professorships which should be filled by direct recruitment through the Public Service Commission on five-year contracts.

(ii) that Lecturers in Class II should be eligible to compete for them but should have no claim to them by reason of seniority.

(iii) that the pensionary rights of Lecturers in Class II appointed to Professors Posts should continue whereas direct recruits should contribute to the Contributory Fund and that in all other respect there should be no distintion between a Professor taken from outside and one who happened to be serving in the Department already.

(iv) that the selection of Professors should be made by the Public Service Commission with the help of an assessor.

(v) that on the expiry of the period of the contract of a Professor, who has rendered satisfactory service, has appointment should be renewed without maticulous scrutiny on the recommendation of the Director of Public Instruction and with the consent of the Public Service Commission.

(vi) that a Professor who was previously in Bombay Educational Service Class II and whose appointment is not renewed would revert to his old post.

2. Government has generally accepted the principles underlying the recommendations made by the Administrative Enquiry Committee and is pleased to pass the following orders:-

(1) The existing 33 Bombay Educational Service Class I posts in the Arts and Science Colleges, excluding the Rajaram College, Kolhapur and M.N. College, Visnagar, should be abolished as and when they become vacant and in their stead 23 posts of Professors in the General Provincial Service carrying the scale of Rs. 600-40-1,000 should be created and the remaining 10 posts should be converted into Class II posts as detailed below-

Arts Side	Existing No. Class I posts.	No. of new posts of Professors.	No. of posts to be converted into Class II
English	6	4	2.
French	1	..	1.

Arts Side-	Existing No.of class I posts	No. of new posts of Professors.	No. of posts to to be converted into Class II.
Arabic	1	..	1
Persian	1	..	1
Sanskrit	2	1	1
History and Economics	5	4	1
Logic and Moral Philosophy	1	..	1
	17	9	8
Science Side-			
Physics	4	4	..
Chemistry	6	5	1
Botany	2	2	..
Zoology	2	2	..
Mathematics	2	1	1
	16	14	2
Total	33	23	10.

(2) The new posts of Professors should be created clear vacancies. As each Class I post falls substantively vacant, it should be converted either into a Professor's post or into a Class II post. There should be no further promotions from Class II to Class I. If a Class I post falls temporarily vacant, it should be filled temporarily on a ClassII basis.

(3) The Professors' post should be filled on contract for a period of five years at a time, the contract being renewable for a further period ordinarily of five years, subject to work being satisfactory.

(4) The minimum qualifications for the Professors' posts should be as follows:-

(i) D.Litt. or D.Sc. of any recognised University of repute.

or

(ii) Ph.D of any recognised University of repute with-

(a) The B.A. and M.A. (with papers), at least one of these degrees being in the 1st Class;

or

(b) the B.Sc. (1st Class) and M.Sc. (by papers) with distinction or M.Sc. by research.

Note-Preference should be given to those who has had at least 5 years teaching experience.

or

(iii) A 1st Class (Hons.) Degree of the University of Oxford, Cambridge, Berlin or any other University of equivalent standing in the subject concerned, with outstanding, original works and at least five years' teaching experience.

(5) Requests for higher starting pay than the minimum would be entertained in the case of candidates possessing exceptionally high qualifications and/or experience and the extent to which a higher starting pay should be given would be decided by Government on the merits of each case

(6) Persons who are not already holding a pensionable post under

Government in a substantive capacity should, on appointment to these posts, be eligible for the benefits of the Contributory Provident Fund. Others should continue to count the service in these posts for pension.

(7) Recruitment to these posts should be made by the Public Service Commission after inviting applications.

( ) While forwarding a requisition for these posts, Government will forward to the Commission a list of the Bombay Educational Service Class I and Class II Officers with the prescribed qualifications as also of those who though they do not possess the prescribed qualifications, have to their credit an outstanding record of original work or considerable experience of guidance of meritorious research by their students. The Public Service Commission should make its recommendations after considering the claims of such officers along with the candidates who may apply in response to the advertisements issued by it.

(9) "The Commission may invite a person who has achieved high academic distinction in the subject or subjects for which the Professor is being appointed to advise them at the interview of the candidates. The selection of the advisor will be made by the Commission, but it will be open to Government to suggest a name, along with that of the Head of the Department or his representative." (Substituted vide G.R.E.D.No.Sep 1051 dt 12/4/51)

(10) As regards the renewal of the contract of a Professor, six months before the expiry of the contract, Government should forward to the Commission the report of the Head of the Institution and the Director of Public Instruction regarding the Professor's work. The Commission should obtain a report of ~~his~~ one or two carefully chosen assessors, who have achieved high academic distinction in the appropriate subject or subjects, on the work done by the Professor during the period of his contract and on the basis of the views of the assessors and taking into consideration the reports of the Head of the Institution and of the Director of Public Instruction, recommend to Government whether the Professor's contract should be continued for a further period.

(11) There should be selection grade posts in the Bombay Educational Service Class II in the scale of Rs. 650-30-800 upto 15 per cent. of the posts in that cadre for the Bombay Educational Service Class II officers.

3. The Director of Public Instruction should be requested to submit proposals for the distribution of the Professors'-posts among the various Colleges.

By order of the Governor of Bombay,
N.S. RANGEKAR,
Under Secretary to Government.

To
The Director of Public Instruction and others Departments.

Madhav Mokadam.
26/5. c/5.

Submitted.

Please see G.R.E. D. at pp. 1-2 ante.

No action is now necessary in L.D.

File in A.E.C./50.

sd/-
29/6
S.O. sd/-
30/6

A.A.S. sd/-
30/6

Madhav Rookadam.
26/5.
c/5.

Administrative Enquiry Committee's Report
Recommendation made in paragraph
98 of the .....
Government orders on.....

GOVERNMENT OF BOMBAY,
Political and Services Department,
Resolution No. 3063/46,
Bombay Castle, 27th July 1950.

RESOLUTION.

In modification of Government Resolution, Political and Services Department No. 3063/46, dated the 19th April 1949 so far as it relates to the transfer of the subject 'Accommodation and requisitioning in Bombay City' from the late Health and Local Government Department to the late labour Department subject to the proviso that for the time being it should be handled by the Revenue Department, Government is pleased to direct that the subject should now be deemed to have been transferred to the Revenue Department permanently.

By order of the Governor of Bombay,

M.D. Bhat,

Chief Secretary to the Government of Bombay,

Political and Services Department.

Madhav Rackadam.
25/5.
e/5.

Administrative Enquiry Committee

Report.

Transfer of the subject "Religious and other societies and associations" to the Revenue Department.

Government of Bombay,
Local Self Government and Public Health Department,
Resolution No. 6103/33,
Bombay Castle 29th May 1950.

Government Resolution, Political and Services Department, No. 3063/46 dated the 19th April 1949.

Resolution :- Government is pleased to direct that the subject Institutions" and other societies and associations" should be transferred to the Revenue Department with immediate effect.

By order of the Governor of Bombay,

R. Pais,

Assistant Secretary to Government.

Madhav Raokadam.
25/5.

c/5.

R.D.A.Pr.

With the enforcement of the Bombay Public Trust Act, the subject (Religious Trusts etc.) will have to be transferred to the Legal Department as the subject will be dealth with by that department in future. A draft G.R. containing orders for transfer of the subject from R. D. to the Legal Deptt, has already been submitted to the R.L.A. The papers containing the draft G.R. have not yet been received back.

2. On another set of papers regarding transfer of the subject to the L.D., H.M.R.D. has suggested that the subject may be transferred to the L.D. now only. These papers have also been returned to the Legal Deptt. As it is necessary to transfer the subject as soon as possible the draft G.R. referred to above may be issued immediately.

Id/-
31.8.50.

Id/-
31/8

S.A.S. Id/-
31.8.50.

D.S. Id/-
31/8.

Secy Id/-
1/9/50.

Charity Commissioner seen
R.L.A. Id/- P.M.L.
9/9.

On another file I have made a note of

the decision already taken in the conference with

H.M.(law).

U.O. R. to Rg. D. No. 12941 dt. 11-9-1950.

Madhav Raokadam.
25/5. c/5.

Administrative Enquiry Committee's Report.

Recommendation made in paragraph 131 of the Government Orders on-

Government of Bombay,

Political and Services Department,
Resolution No. 3063/46
Bombay Castle, 5th April 1949.

RESOLUTION OF GOVERNMENT.

In paragraph 131 of its report the Administrative Enquiry Committee has recommended that Assistant Secretaries should form a Committee for handling the Organisation and Methods work of the Secretariat. Government has carefully considered this recommendation ~~and is pleased to direct that the recommendation~~ and is pleased to direct that the recommendation should be accepted with the modifications (1) that a small Committee of the Assistant Secretaries in the political and Services Health and Local Government, Revenue and Public Works Departments should be formed, (2) that this Committee should have the power to call a meeting of all Assistant Secretaries in the Secretariat in case of necessity, (3) that the Committee should submit its proposals to the Chief Secretary and (4) that a suggestion book should be maintained in each Department so that members of the staff could make any suggestions or observations for improvements in procedure.

Action should therefore be taken accordingly. The most senior among the Assistant Secretaries of the four Department concerned should arrange for the meetings of the Committee and for submission of its proposals to Government in the Political and Services

and services Department at an early date.

By order of the Governor ofBombay,

M. D. Bhat.

Chief Secretary to the Government of Bombay,
Political and Services Department.

Madhav Raokadam.
25/5.

c/5.

Administrative Enquiry Committee's Reports-
Recommendations contained in paragraph 131 of the .....

GOVERNMENT OF BOMBAY,
Political and Services Department,
Resolution No. 3063/46,
Bombay Castle, 21st September 1950.

Read Government Resolution Political and Services Department No. 3063/46 dated the 5th April 1949.

Resolution: Government is pleased to direct that the Assistant Secretaries' Committee formed under Government Resolution, Political and Services Department, No. 3063/46 dated the 5th April 1949 for handling the organization and methods work of the Secretariat should now be replaced by another Committee consisting of Shri P.V.R.Rao, Secretary, Education Department Shri N. K. Dravid, Secretary, Labour and Housing Department and two Assistant Secretaries, one each in the Political and Services Department and the Public Works Department.

2. The New Committee should meet at least once a quarter and the Secretaries' meeting should review any recommendations made by this Committee.

3. A suggestion book should be maintained in each department so that members of the staff can make any suggestions or observations for improvements in procedure. The Departments should see that this recommendation is implemented with immediate effect.

By order of the Governor of Bombay,

C. D. DAS

Chief Secretary to the Government of Bombay,
Political and Services Department.

Hadav Naikadam.
26/5. c/5.

Administrative Enquiry Committee's Report.

Recommendation contained in para 396
of the.

GOVERNMENT OF BOMBAY
Political and Services Department.
Resolution No. 3063/46.

Bombay Castle 18th December, 1950

RESOLUTION.

In para 396 of its report the Administrative Enquiry Committee recommended that all staff directly recruited for the personal offices of the Ministers and Parliamentary Secretaries should be engaged only during the pleasure of the Minister or Parliamentary Secretary concerned and that all such appointments should be non-pensionable. Government after carefulx consideration had decided that the recommendation should not be accepted and that the status quo in this matter should be maintained.

By order of the Governor of Bombay,

M.D.BHAT.

Chief Secretary to the Government of Bombay,
Political and Services Department.

Madhav Raokadam.
25/5.
c/5.

Administrative Enquiry Committee's Report.

Recommendation contained in paragraph 133 of the .....

GOVERNMENT OF BOMBAY.
Political and Services Department,
Resolution No.3063/46,
Bombay Castle, 21st September 1950.

Read Government Resolution, Political and Services Department No. 3063/46, dated the 1st April 1949.

Resolution: In partial modifications of Government Resolution, Political and Services Department No. 3063/46, dated the 1st April 1949, Government is pleased to direct that the Superintendent of a Branch in a Secretariat Department should devote more attention to his work of supervision, guidance and training of the Assistants in his branch and undertake orgiginal noting work to the extent of time available to him after performing his essential functions. For ensuring a high standard of individual and collective efficiency, the head of the branch should be vested with more authority and power. The Superintendent's duties should be:-

(a) to mark the post according to its urgency and to see that the cases are put up to him within the required time as prescribed in the Secretariat Instructions 19-22. (Instructions 19(1) and 20 (1) as amended in correction slip No. 1). The Superintendent through whom all cases would pass, should be held responsible for seeing that 'urgent' and 'very urgent' lables are attached and removed at proper stages.

(b) to allot the cases among the assistants according to their experience, giving proper instructions to them ..... regarding disposal and to see that each Assistant does a fair volume of work each day.

(c) to pass the cases put up by the Assistants or to revise them as the case may be and mark them for the Assistant Secretary, Under Secretary or Deputy Secretary or Secretary according to the standing orders. The case should not contain more than one note from the office, the Superintendent re-writing, modifying or adding to the note if he cannot accept it as it stands.

(d) to see that after the cases are returned, orders are put up and issued without any undue delay.

(e) to keep track of all important and urgent cases submitted to Secretary (and other Officers) and/ or Honourable Minister and to expedite their Personal Assistants where necessary.

(f) to sign reminders ad interim replies and other very minor references.

(g) to check the daily work sheet of each member in the evening and certify that a full day's work has been done by that Assistant. He should personally examine the cases on the table of each assistant atleast, once a week, to satisfy himself that no assistant is supressing old case from the weekly arrears list.

(h) to maintain personal record of his assistants in which he would record his opinion about each assistant under him every quarter and submit these to Assistant Secretary every quarter. The Superintendent may make a report about his Assistant to the Assistant Secretary if he finds that his work is not particularly satisfactory. There should be a separate file for each assistant containing specimens of the work not properly done by the Assistant. For this purpose the Superintendent may classify the Assistants under one of the following categories:-

Class A : Good reliable workers, Both intelligent and hard-working.

Class B : Average intelligence but careful and hard-working

Class C : Indifferent worker but capable of improvement (This would be a case where a warning would be given).

Class D : A poor worker not fit to be retained.

(i) to bring to the notice of the Assistant Secretary any changes or reforms in the methods of working etc. which may seem desirable.

(j) those prescribed in paragraphs 11-15 of the Secretariat Instructions.

(k) to see that except for the half hour lunch period, an Assistant is not away from his desk for any long periods.

2. As a rule Senior Assistants in the Secretariat should submit cases direct and not through the Superintendent.

3. Government is further pleased to direct that the question of additional strength in Noting Branches should be considered on merits of each individual case. If, and when additional strength in Noting Branches is required, it should, as a rule, take the form of increasing the strength of individual brances and not of adding to the total number of branches. If a satisfactory case is made out for strengthening a branch it should suffice if one more Junior Assistant only is added to its strength. Increase up for consideration until a stage is reached when each branch has at least a complement of 1 Superintendent, 1 Senior Assistant and 3 Junior Assistants.

By order of the Governor of Bombay,
M.D.BHAT.
Chief Secretary to the Government of Bomaby,
Political and Services Department.

Madhav Raokadam.
26/5. c/5.

in the number of branches should not ordinarily be taken

LEGAL DEPARTMENT.
R. I. NO. 17946
29/9/50.

Submitted for information.

2. Please see the P.& S.D. G.R. at page 1 ante prescribing the duties of the Superintendent of a branch in the Secretariat Departments.

3. It is for orders whether the duties prescribed for superintendents are suitable in this Department so far as all branches other than C and D branches are concerned.

sd/-
6/10. sd/-
12/10. A.A.S.
S. S.

So far as Legal Section is concerned, it will not be possible for the Supts. to devote more time for supervision and training of the Junior Assistants. He will have also no opportunity to watch the work of his juniors, as the latter submit cases directly to offices and not through the superintendent.

sd/-
12/10
ALR
Ds(r)

RIA

Supervision of a branch is absolutely necessary. So far, this work was considered in L.D. a part of legitimate work of A.S. Unfortunately A Brnach has now no A.S. Consequently it will have to be done by Supdt., All instructions save (A) (B) (c) stated in the G. R. for implementation may be carried out without any modification while (a) & (b) may be left to A.L.R. or D.S. (g) as the case may be and (c) neen not be followed as the Assistants submit cases direct to A.L.R. & Ds(r)

sd/-
13/10.

44-46

I endorse A.L.R's views.

sd/- 13/10.

R.L.A. sd/- 24/2.

Madhav Reokadem.
26/5. c/5.

Administrative Enquiry Committee's Report.
Recommendation contained in paragraph 133
of the .....

GOVERNMENT OF XXXXX BOMBAY,

Political and Services Department,
Circular No. 3063/46,
Bombay Castle, 27th March 1951.

CIRCULAR.

Attention of all Departments of the Secretariat is invited to paragraph 1 (f) of Government Resolution Political and Services Department No. 3063/46, dated the 21st September 1950 and they are requested to communicate to this department the nature or class of communications which are signed by the Superintendents at present. The Departments are also requested to make such observations and suggestions as they may deem fit in regard to the extent of authority which should properly be delegated to the Superintendents in signing the various categories of communications so as to expedite the disposal of cases at intermediary stages and relieve higher officers of routine work. The information is required as it is proposed to establish an uniform practice in all Departments of the Secretariat in this matter.

By order of the Governor of Bombay,

D.G.DESAI,

For Chief Secretary to the Government of Bombay
Political and Services Department.

Madhav Baokaden.
26/5. c/5.

No. 9568.

Legal Department,
Bombay Castle (Bombay No.1), 18th June 1951.

Subject:- Administrative Enquiry Committee's Report Recommendation contained in paragraph 133 of the.

MEMORANDUM.

The undersigned presents compliments to the Chief Secretary to the Government of Bombay, Political and Services Department and with reference to that Department Circular No.3063/46 dated the 27th March 1951, on the above subject, is directed to state that the following classes of communications which are of a routine nature are signed by the Superintendent in this Department at present, namely:-

1. Memoranda returning bills for fees and law charges submitted by the Law Officers.
2. Preliminary objection memoranda in respect of item No.1 above.
3. Requisitions to the Government Central Press for binding of books, files etc.

2. As the work done by this Department is of a technical nature, it would not be possible to delegate to the Superintendents the authority to sign any communications on legal matters or intended to state the policy of Government on any subject. However, there would be no objection if such authority is delegated to the Superintendents in the case of routine communications of the nature specified below, namely:-

1. Supply of copies of Bills, Acts etc. to the Government of India and the Secretary to the Governor,

where the f rm of the letter is settled and cyclostyled or printed.

2. Routine communications and reminders to subordinate officers, where the form of the letter is settled and cyclostyled or printed.

3. Communications to the Government Central Press.

4. Acknowledgements of letters received from the public.

5. Post copies of telegrams.

6. Supply of true copies of any documents other than confidential documents required by the public or any officer.

By order of the Governor of Bombay,

sd/-
16/6.

for Secretary to Government.

To

The Chief Secretary to the Government of Bombay,
Political and Services Department.

Madhav Raokadam.
26/5. c/5.